

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P. O. Box 2946
Portland, Oregon 97208-2946

CENWP-RM-B
Regulation
No. 15-2-1

15 June 2004

Boards, Commissions and Committees
COMMITTEE MANAGEMENT

History. This issue is a revision of this publication.

Summary. This revision updates the listing of the approved District continuing committees including their authorities, functions and membership. **A new appendix has been added, Business Process Management Group (BPMG). There are several committees that were moved within the regulation to keep them in alphabetic order. Numerous changes were made within Appendix C, District Corporate Board.** New or changed material is **bolded** for identification.

1. PURPOSE. To provide policy and guidance necessary for the administration of the Corps of Engineers' Committee Management Program and to establish approved District continuing committees setting forth the function and membership of each.

2. APPLICABILITY. This regulation is applicable to all Portland District (NWP) organizational elements.

3. RELATED REFERENCES.

- a. AR 15-1, Committee Management and USACE Supplement 1 thereto.
- b. NWDR 10-1-2, Northwestern Division Mission and Functions.

4. OBJECTIVES. The broad objectives of the District Committee Management Program are to assure sound management practices in the establishment and utilization of continuing committees and assure compliance with Public Law 92-463, Federal Advisory Committee Act.

5. EXPLANATION OF TERMS.

a. Committee. A committee is defined as a group of employees with an established collective responsibility, appointed to consider, investigate, advise, and report on specific problems or subject areas to a designated official. The term "committee" applies to any committee, council, board, commission, panel, task force or similar group or sub-group thereof. Committees generally have the following characteristics: fixed membership, defined purpose to provide advice and regular or periodic meetings.

*This regulation supersedes NWPR 15-2-1, 1 June 2002 and all changes thereto.

b. Continuing Committee. A committee established through the approval authority of the District Commander for an unspecified period of time and subject to review by the Budget, Manpower and Management Branch, Resource Management Office, CENWP-RM-B, for need and membership at least once every two years.

c. Ad Hoc Committee. A committee established with a life of one year or less whose function is limited to a specific and non-recurring purpose.

d. Advisory Committee. A committee characterized by non-Federal membership. They are governed by PL 92-463 and under certain circumstances require the prior approval of the Office of Management and Budget. Accordingly, District employees will not make any effort to establish an advisory committee, or make any commitment relating thereto, without obtaining clearance from the District's Committee Management Officer and HQUSACE's approval.

6. RESPONSIBILITIES.

a. The District Commander is the approving authority for all continuing committees.

b. Chiefs of divisions and staff offices are delegated authority to establish ad hoc committees.

c. The Chief, Budget, Manpower and Management Branch, Resource Management Office:

(1) Is designated as the Committee Management Officer (CMO) for the Portland District and is responsible for administering the Committee Management Program and assuring that sound management practices are followed in the establishment and utilization of continuing committees.

(2) Is responsible for maintaining a current register of all District continuing committees and their members.

(3) Is responsible for biennially reviewing the necessity for continuation of each approved continuing committee.

d. Committee Chairs are responsible for notifying the District's CMO by memorandum when a continuing committee is to be disbanded.

7. PROCEDURES.

a. Proposals to establish new continuing committees or to make substantive changes in the purpose or membership of existing ones must be submitted to the CMO by the organization

having staff responsibility over the program supported by the committee. As a minimum, the following information will be included:

- (1) Committee name.
- (2) Purpose or function.
- (3) Responsible office.
- (4) Authority (regulation, directive or Commander's decision).
- (5) Membership composition and chairperson (either by employee name or position held).

b. The CMO is responsible for reviewing all proposals to establish continuing committees and for preparing a recommendation for the District Commander's review and approval.

8. DISTRICT COMMITTEES. The attached appendices cover the existing approved continuing committees.

FOR THE COMMANDER:

12 Appendices	/s/
App A - A-E Evaluation Board	VICKIE L. ASHENBRENNER
App B – Business Process Management Group	Executive Assistant
App C – Dam Safety Committee	
App D - District Corporate Board	
App E - District Fish Management Committee	
App F - District Hazardous, Toxic and Radioactive Wastes (HTRW) Oversight Group	
App G - Environmental Compliance Advisory Board	
App H - Historical Committee	
App I – Leadership Development Program Oversight Committee	
App J - New Horizon Committee	
App K - Project Evaluation Group	
App L - Visitor Center Review Committee	

DISTRIBUTION:
All Supervisors

Appendix A

A-E EVALUATION BOARD

1. AUTHORITY. ER 715-1-20.
2. RESPONSIBLE OFFICE. CENWP-EC.
3. FUNCTIONS. Determines the most highly qualified firm for a given project based on technical qualifications and past performance.
4. MEMBERSHIP. Evaluation Boards will be established on a case-by-case basis, varying with the type of work under consideration, by the Chief, Engineering and Construction Division. Each board must have at least three voting members with the members meeting the qualification standards specified in ER 715-1-20, paragraph 3-6.

Appendix B

BUSINESS PROCESS MANAGEMENT GROUP (BPMG)

1. **AUTHORITY.** District Commander's decision.

2. **RESPONSIBLE OFFICE.** CENWP-PM-P.

3. **FUNCTIONS.**

a. Evaluates skill capability gaps to enhance recruitment, education and retention of staff needed to achieve US Army Corps of Engineers' missions.

b. Promotes employee development in both technical and leadership skills by evaluating and recommending improvements to training, mentoring and personal growth processes.

c. Develops methods to acknowledge individual and team contributions to the District, the Corps, the Army and the nation.

d. Initiates, recommends and evaluates new and improved business processes and procedures to efficiently achieve customer and organization outcomes.

e. Implements a formalized structure for overview, analysis, and achievement of strategies, processes, and techniques as an integral part of the District business process.

f. Develops and supports policies, guidance and initiatives which enhance program, project and product execution.

g. Assesses the District's current and future workload and recommends actions to meet mission requirements.

h. Promotes information sharing spherically with the workforces, management and each other.

i. Serves in an advisory capacity to the Corporate Board and in a guidance capacity to District staff.

j. Reviews and evaluates relationships, systems, products, processes, practices, communications, and resources to create more effective methods of operation.

k. Promotes District outreach, networking active participation in professional societies and meeting the nation's present and future needs.

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l. Follows through on activities and reports BPMG progress in all directions in order to be accountable for actions.

m. Reviews membership of BPMG periodically.

4. MEMBERSHIP.

Assistant Chief, Planning, Programs and Project Management Division (Chair)
Contracting Division Branch Chiefs
Engineering and Construction Division Branch Chiefs
Executive Assistant
Hydroelectric Design Center Deputy
Operations Division Deputy and Branch Chiefs
Planning and Project Management Division Branch Chiefs
Resource Management Office Finance and Accounting Branch Chief
Small Business Office Chief

The membership term is indefinite. Members may not appoint alternates to act on their behalf in their absence.

5. MEETINGS. Meetings will be held at the call of the Chair to address pertinent issues. At a minimum, the Committee will meet regularly once a month.

Appendix C

DAM SAFETY COMMITTEE

1. AUTHORITY. ER 1110-2-1156.
2. RESPONSIBLE OFFICE. CENWP-EC.
3. FUNCTIONS.
 - a. Assures compliance with Federal Guidelines for Dam Safety and to strengthen the Dam Safety Assurance Program.
 - b. Reviews all phases of the program under the District's jurisdiction and takes any action deemed necessary to improve the safety of the Corps dams.
 - c. Inspects operating projects or projects under construction at the discretion of the committee chairman.
4. MEMBERSHIP.
 - Chief, Engineering and Construction Division (Chair)
 - Chief, Operations Division
 - Engineering and Construction Division:
 - Chief, Construction and Technical Services Branch
 - Chief, Design Branch
 - Chief, Hydraulics, Hydrology and Geotechnical Design Branch
 - Planning, Programs and Project Management Division:
 - Chief, Programs and Project Management Branch
 - Operations Division:
 - Operations Manager from Bonneville Project
 - Operations Manager from The Dalles-John Day Project
 - Operations Manager Willamette Valley Project
 - Operations Manager Rogue River Basin Project

The Chief, Concrete and Dam Safety Section, Hydraulics, Hydrology and Geotechnical Design Branch, Engineering and Construction Division will serve as a technical consultant to the committee. On a case-by-case basis, other employees may also be designated by the committee chairperson to serve as technical consultants. The committee is required to meet at least semiannually.

Appendix D

DISTRICT CORPORATE BOARD

1. AUTHORITY. ER 5-1-11.

2. RESPONSIBLE OFFICE. CENWP-DE.

3. FUNCTIONS.

a. Maintains and enhances District responsiveness to the increasing demands of customers and the public for quality, cost-effective and timely delivery of services.

b. Operates within the precepts of the USACE Vision and the Northwestern Division Regional Business Center (RBC) concept.

c. Focuses on strategic planning, program management and corporate resource allocation for the Portland District. This includes performing a corporate review and making recommendations for the efficient use of District resources, facilitating senior management oversight and coordination of Civil Works and reimbursable projects and promoting the Quality Improvement Process in the District. **Four “sub-committees” to the Corporate Board assist with these functions: the Project Review Board, the Program Budget Advisory Committee, the Plant Replacement and Improvement Process Committee and the Information Resources Management Working Committee.**

d. Develops corporate processes that will optimize the use of available resources and improve internal procedures to better serve our customers, the Army, and the Nation.

4. MEMBERSHIP.

District Commander (Chair)

Deputy Commander

Chief, Planning, Programs and Project Management Division

Chief, Engineering and Construction Division

Chief, Operations Division

Chief, Resource Management Office

Director, Hydroelectric Design Center

The membership term is indefinite. At the discretion of the Chair, members may appoint an alternate to act on their behalf in their absence. Other District organizations may participate in Corporate Board meetings at the option of the Chair.

5. MEETINGS. Meetings will be held at the call of the Chair to address long-term, strategic issues and operational/tactical issues.

ANNEXES:

Annex A – Project Review Board (PRB)

Annex B – Program, Budget, Advisory Committee (PBAC)

Annex C – Plant Replacement and Improvement Process (PRIP) Committee

Annex D – Information Resources Management Working Committee (IRMWC)

ANNEX A
PROJECT REVIEW BOARD (PRB)

1. PROJECT REVIEW BOARD (PRB).

- a. Authority. ER 5-1-11.
- b. Responsible Office. CENWP-PM.
- c. Functions.

(1) Keeps the Corporate Board informed of progress, resolves issues and assesses performance of the Civil Works mission and to make decisions regarding the District direction through monthly meetings.

(2) Keeps the Corporate Board informed of progress, resolves issues and assesses performance of the reimbursable programs executed by the Hydroelectric Design Center and the Information Management Office through semi-annual meetings.

- d. Membership.

Chief, Planning Programs & Project Management Division (Chair)
District Commander
Deputy Commander
Chief, Engineering & Construction Division
Chief, Operations Division
Chief, Resource Management Office
Director, Hydroelectric Design Center
Chief, Office of Counsel
Chief, Public Affairs Office
Chief, Small Business Office
Chief, Real Estate Division

Other interested offices are invited to attend. Customers will participate in PRB meetings as appropriate.

ANNEX B
PROGRAM, BUDGET, ADVISORY COMMITTEE (PBAC)

1. PROGRAM, BUDGET, ADVISORY COMMITTEE (PBAC).

a. Authority. ER 37-1-24.

b. Responsible Office. CENWP-RM. The Resource Management Office (Budget, Manpower and Management Branch) is responsible for formulating the District Command Operating Budget and the format for presentation to the PBAC; developing and recommending manpower and high-grade allocations; scheduling meetings; coordinating and distributing agendas and read-ahead materials; and preparing minutes to document significant actions and decisions.

c. Functions.

(1) Provides resource (fiscal and manpower) policy; develops planning, programming and resource guidance; reviews staff recommendations; and makes recommendations to the District Commander on resource and organizational matters.

(2) Makes recommendations to the District Commander for approval of the District Command Operating Budget and subsequent significant changes, manpower allocations, organizational changes, and related matters.

(3) Reviews requirements submitted by Responsibility Center Managers (RCM) and working committees. Makes recommendations for approval or revisions as necessary to accomplish the District Mission within program/budget guidance and resource constraints.

(4) Assesses the utilization of resources, evaluates performance and program execution and provides appropriate recommendations to the District Commander.

d. Membership.

Chief, Resource Management Office (Chair) [In the Chief, RMO's absence, the Chief, Planning, Programs and Project Management Division will chair]

Deputy District Commander

Chief, Planning, Programs and Project Management Division

Chief, Engineering and Construction Division

Chief, Operations Division

Director, Hydroelectric Design Center

The membership term is indefinite. The Deputy District Commander will represent offices not

on the PBAC. **Any** member may appoint an alternate to act in **his/her** absence with full authority to participate in the decision process. Members may bring subject matter experts to provide technical assistance. Other District organizations may participate in PBAC meetings at the option of the Chair.

e. PBAC Meetings.

(1) Meetings will be held at least twice a year, with special meetings held as required. Electronic or written coordination may be used to substitute for a meeting at the option of the Chair.

(2) An agenda will be prepared by Resource Management Office and distributed to PBAC members, with appropriate read-ahead materials, at least three workdays before a scheduled meeting.

(3) A minimum of **four** members must be present for a quorum. The PBAC will make recommendations based on a group consensus. If a consensus cannot be reached, a two-thirds majority vote of attending members is required to approve an issue brought to vote.

(4) Minutes documenting significant actions/decisions will be prepared by Resource Management Office, approved by the Chair, and distributed to each PBAC member.

ANNEX C
PLANT REPLACEMENT & IMPROVEMENT PROCESS (PRIP) COMMITTEE

1. PLANT REPLACEMENT & IMPROVEMENT PROCESS (PRIP) COMMITTEE. The PRIP Committee is an operational arm of the PBAC.

a. Authority. **ER 37-1-29** and ER 1130-2-500.

b. Responsible Office. CENWP-RM. The District PRIP Manager in the Budget, Manpower and Management Branch, Resource Management Office (CENWP-RM-B), is responsible for establishing procedures for submission of PRIP requests; initially reviewing the requests to ensure **completeness** and the requirements for PRIP purchases **are met**; developing an initial District list of priorities; scheduling meetings; distributing read-ahead materials and preparing minutes to document significant actions and decisions.

c. Functions.

(1) Reviews District PRIP requests for the purchase of Revolving Fund owned plant and equipment (assets requiring capitalization that will support more than one project and/or appropriation) from a “corporate rather than a stovepipe perspective” for adequate justification **necessary** to accomplish the District mission **and annual and life cycle cost**.

(2) Develops a recommended District priority PRIP list for the purchase of Revolving Fund owned capital plant and equipment. The proposed list must be within a range to which the District is willing to realistically commit resources over the long term.

(3) Presents the recommended annual prioritized PRIP list (plan) to the PBAC for review and approval. The PBAC will review the plan making recommendations for approval or revision as necessary to accomplish the District’s mission. The plan will be submitted to the Commander for approval and submission to HQNWD-RM.

(4) Reviews PRIP execution during the fiscal year including out-of-cycle requests and revision of priorities as appropriate. Requests/revisions representing significant dollars and/or requiring a District policy decision will be presented to the PBAC with a recommendation.

d. Membership.

Deputy District Commander (Chair) [In the Deputy Commander's absence, the
Chief, Budget, Manpower & Management Branch, RMO will chair]
Chief, Budget, Manpower and Management Branch, RMO
Assistant Chief, Operations Division
Chief, Requirements and Planning Branch, Information Management Office
Administrative Officer, Engineering and Construction Division

The Deputy District Commander will represent offices not on the PRIP Committee and may include representatives from other offices as appropriate. The membership term is indefinite. PRIP Committee members may appoint an alternate to act on their behalf in their absence. Alternates have full authority to participate in the decision process. Members may bring subject matter experts to provide technical assistance.

e. Meetings.

(1) The PRIP Committee will meet to develop the District's prioritized plan and review PRIP execution.

(2) The District PRIP Manager (Budget, Manpower and Management Branch, Resource Management Office) will distribute copies of the requests and an initial priority list to the PRIP Committee members or the Board at least three workdays prior to the scheduled meeting.

(3) A minimum of **three** PRIP members must be present for a quorum. The PRIP Committee will make recommendations based on a group consensus. If a consensus cannot be reached, a two-thirds majority vote of attending members is required to approve an issue brought to vote.

(4) The District PRIP Manager will prepare minutes to document significant actions and decisions of the PRIP Committee.

ANNEX D
INFORMATION RESOURCES MANAGEMENT WORKING COMMITTEE (IRMWC)

1. INFORMATION RESOURCES MANAGEMENT WORKING COMMITTEE (IRMWC).
The IRMWC is an operational arm of the PBAC.

a. Authorities.

(1) HQUSACE Information Technology Investment Portfolio System (ITIPS) Web
Page: <http://www.usace.army.mil/itips>

(2) HQUSACE "Description of the USACE Information Technology Capital
Planning & Investment Decision Process" dated 27 January 2000.
<http://www.usace.army.mil/ci/references/itcap.pdf>

b. Responsible Office. CENWP-IM. The IM Information Technology Acquisitions Plan (ITAP) Coordinator is responsible for establishing procedures for **collecting, compiling,** and submitting the ITAP **for** the District; developing an initial consolidated District ITAP list by organization; reviewing the requests to ensure they are complete and meet the requirements for ITAP; scheduling meetings; documenting actions of the IRMWC; and overseeing ITAP data placed into HQUSACE Information Technology Investment Portfolio System (ITIPS). **The Chief, IM-R generally presents the ITAP to the IRMWC at an annual meeting prior to them making their recommendations to the PBAC.**

c. Functions.

(1) Reviews the District ITAP statements from a "corporate, rather than stovepipe perspective" to assure **they** adequately **justify and clearly delineate the** necessity to accomplish the District mission and **that all identified** Information Technology (IT) investments contribute to missions, programs and strategic goals and objectives of the organization. Data developed as a result of the ITAP process will form the basis for the District's IT Capital Planning and Investment Decision process and budget requirements for all IT.

(2) Develops a recommended annual District ITAP list by organization, and ITIPS classification. The ITAP must be within a **budgetary** range, which the District is willing to realistically commit resources. This process is for planning approval authority only and does not represent funding authorizations approval.

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(3) Presents the recommended District ITAP list to the PBAC for review and endorsement. The PBAC will review the ITAP, making recommendations for approval or revision, as necessary, to accomplish the District's mission. The endorsed ITAP will **then** be submitted to the Commander for approval and entered into HQUSACE ITIPS.

(4) Reviews ITAP execution throughout the fiscal year including revisions and out-of-cycle requests, as appropriate. Requests/revisions representing significant dollars and/or requiring a District policy decision will be presented to the PBAC with a recommendation.

d. Membership.

Deputy District Commander (Chair) [In the Deputy Commander's absence, the Chief of the Information Management Office will chair]

Chief, Information Management Office

Chief, Requirements and Planning Branch, Information Management Office

Assistant Chief, Planning, Programs and Project Management Division

Assistant Chief, Operations Division

Deputy Director, Hydroelectric Design Center

Administrative Officer, Engineering and Construction Division

Chief, Budget, Manpower and Management Branch, Resource Management Office

The Deputy District Commander will represent offices not **members** of the IRMWC and may invite representatives from other offices as appropriate. The membership term is indefinite. IRMWC members may appoint an alternate to act on their behalf in their absence. Alternates have full authority to participate in the decision process. Members may bring subject matter experts to provide technical assistance.

e. Meetings.

(1) The IRMWC will meet to review the District ITAP requirement by organization and recommend **an** appropriate level of funding for execution to the PBAC Board for endorsement.

(2) The Information Management Office ITAP Coordinator will distribute copies of the initial ITAP list, with other documentation as appropriate, to IRMWC members and to the PBAC at least three workdays before a scheduled meeting.

(3) A minimum of five IRMWC members must be present for a quorum. The IRMWC will make recommendations based on group consensus. If a consensus cannot be reached, a two-thirds majority vote of attending members is required to approve an issue brought to vote.

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- (4) The IM ITAP Coordinator will document the significant decisions and actions of the IRMWC.

Appendix E

DISTRICT FISH MANAGEMENT COMMITTEE

1. AUTHORITY. District Commander's decision.
2. RESPONSIBLE OFFICE. CENWP-PM.
3. FUNCTIONS. Oversees management of all Columbia River anadromous fish activities.
4. MEMBERSHIP.

District Fish Program Manager, Planning Programs & Project Management Division
(Chair)

Chief, Engineering and Construction Division

Chief, Operations Division

Chief, Planning Programs and Project Management Division

One staff support member from Engineering and Construction Division

One staff support member from Operations Division

Appendix F

DISTRICT HAZARDOUS, TOXIC AND RADIOACTIVE WASTES
(HTRW) OVERSIGHT GROUP

1. AUTHORITY. District Commander's decision.
2. RESPONSIBLE OFFICE. CENWP-EC.
3. FUNCTIONS.
 - a. Provides policy guidance, sets priorities, resolves disputes and shares information related to the various HTRW activities occurring in the District.
 - b. Provides inter-organizational concurrence on all proposed actions or activities related to HTRW.
 - c. Reviews and approves the HTRW annual budget and any proposed changes thereto.

4. MEMBERSHIP.

District HTRW Coordinator (Chair)
Chief, Engineering and Construction Division
Chief, Operations Division
Chief, Real Estate Division

The Deputy District Commander; Chief, Office of Counsel; and Chief, Safety Office will serve as advisors to the group

Appendix G

ENVIRONMENTAL COMPLIANCE ADVISORY BOARD

1. AUTHORITY. AR 200-1.
2. RESPONSIBLE OFFICE. CENWP-OP.
3. FUNCTIONS.
 - a. Establishes policy guidance for environmental compliance at Corps multi-purpose and navigation projects in NWP.
 - b. Prepares Spill Prevention Plans for Corps' multi-purpose and navigation projects.
 - c. Establishes policy guidance for inter and intra organizational coordination for Corps' multi-purpose and navigation projects in NWP.
4. MEMBERSHIP.

NWP Environmental Compliance Coordinator
Project Environmental Coordinators
Safety Office

The Chair will rotate every two years. Advisors to the committee will be Chief, Office of Counsel and NWD Environmental Compliance Coordinator.

Appendix H

HISTORICAL COMMITTEE

1. AUTHORITY. ER 870-1-1.
2. RESPONSIBLE OFFICE. CENWP-IM.
3. FUNCTIONS.
 - a. Assures execution of the District's History Program.
 - b. Provides advice on development and implementation of the District History's Program.
 - c. Assures all aspects of the program are coordinated with the Northwestern Division History Program Manager and the Office of History, HQUSACE.
 - d. Assures compliance with all aspects of ER 870-1-1, Field Operating Activities Historical Programs.
4. MEMBERSHIP.
 - Deputy Commander (Chair)
 - Executive Assistant
 - Chief, Planning, Programs & Project Management Division
 - Chief, Engineering and Construction Division
 - Chief, Operations Division
 - Chief, Public Affairs Office
 - Chief, Information Management Office
 - District History Program Manager

The Historical Committee will include advisors from other District organizations as needed.

Appendix I

LEADERSHIP DEVELOPMENT PROGRAM OVERSIGHT COMMITTEE

1. AUTHORITY. District Commander's decision.
2. RESPONSIBLE OFFICE. Executive Assistant (CENWP-XA).
3. FUNCTIONS.
 - a. Provides executive direction of the Portland District LDP.
 - b. Selects the annual LDP Participants. A dedicated quorum of three members is required for all interviews, plus the incoming non-Corporate Board facilitator.
 - c. Selects the annual facilitators. In order to optimize the appropriate perspectives, organizational goals, and chemistry between the facilitators, the committee will select individuals without using a competitive process. The intent is to have one facilitator from the Corporate Board and one from a significant leadership position within the District; however, deviations from this may occur at the discretion of the committee.
 - d. Conducts a roundtable after action review (AAR) to identify lessons learned and to consider opportunities for improvement.
4. MEMBERSHIP.

Executive Assistant (LDP PM)
Chief, Planning, Programs and Project Management
Chief, Engineering and Construction Division
Chief, Operations Division
Chief, Resource Management Office
Director, Hydroelectric Design Center

The Chair will be the current Corporate Board LDP Facilitator. The position of Chair will be rotated annually in conjunction with the rotation of duties as facilitator. The incoming facilitator will take the position of chair from June 1st to May 31st. The membership term is indefinite. Members may not appoint alternates to act on their behalf in their absence.

5. MEETINGS. Meetings will be held at the call of the Chair to address issues related to the LDP. At a minimum, it is anticipated the Committee will meet in January to determine facilitators for the following year; in March for annual interviews of the prospective LDP candidates; and prior to finalizing the PSU agreement for an AAR to identify lessons learned and opportunities for improvement.

Appendix J

NEW HORIZON COMMITTEE

1. AUTHORITY. District Commander's decision and EEOC Management Directive 712 dated 30 June 1983.
2. RESPONSIBLE OFFICE. **CENWP-EE**.
3. FUNCTIONS. Serves as an advisory committee to the Commander and District management on behalf of all disabled employees. Such items as equipment, training, interpreter service, building features and access, employment and employee relations are covered.
4. MEMBERSHIP. The membership shall consist of any interested employee of the Portland District and Headquarters, Northwestern Division. The term of membership is indefinite. Officers are: Chair, Vice-Chair, Secretary, and the District's Special Emphasis Program Manager (SEPM) for Individuals with Disabilities. **Officers other than the SEPM will be selected annually by a vote of the Committee's membership. The SEPM is appointed by the Equal Employment Officer on behalf of the District Commander.**
5. MEETINGS. The Committee will meet at least quarterly and can meet more often at the call of the Committee Chair.

Appendix K

PROJECT EVALUATION GROUP (PEG)

1. AUTHORITY. District Commander's decision.

2. RESPONSIBLE OFFICE. CENWP-CT.

3. FUNCTIONS.

a. Provides a systematic approach for determining minimum subcontracting goals for solicitations expected to exceed \$500,000 (\$1,000,000 for construction). Large business firms bidding on solicitations at or above these dollar thresholds are required to submit subcontracting plans for approval prior to award in accordance with Federal Acquisition Regulation 19.702. The PEG's function is to provide sufficient information for use in the evaluation and approval of submitted subcontracting plans as follows:

b. Determines whether subcontracting possibilities exist for the particular acquisition.

c. Identifies subcontracting possibilities by description, estimated dollar value, and percentage of overall contract.

d. Determines which subcontracting possibilities may be available from small, small disadvantaged, HUBZONE, woman-owned small business, veteran-owned small business, and service-disabled veteran-owned small business firms.

4. MEMBERSHIP. The PEG membership varies, depending on the type of solicitation. Contracting Division personnel will chair it. Members will include the District's Chief, Small Business Office and representatives from appropriate technical offices determined by the type of solicitation. The PEG Chair may also designate additional representatives.

a. Construction contracts personnel. Engineering and Construction Division, Construction and Technical Services Branch, Construction Service Section.

b. Dredging contracts personnel.

(1) Engineering and Construction Division, Construction and Technical Services Branch, Construction Service Section.

(2) Operations Division, Channels and Harbors Project, Waterways Maintenance Section.

c. Major supply/service contracts **personnel**.

(1) Representation from the requiring organization familiar with the product or services being acquired.

(2) Engineering and Construction Division, appropriate branch.

(3) Engineering and Construction Division, Construction and Technical Services Branch, Construction Service Section. Participation will be at their discretion, based on the nature of the specific acquisition.

5. MEETINGS. The appropriate group will be convened by the Chair for each project as required prior to advertisement of the solicitation package. The Chair will document discussion and recommendations in a Memorandum for Record. The MFR will be included in the official contract file and will be utilized to support any discussions/negotiations with the apparent successful bidder prior to approval of their plan and award of the contract.

Appendix L

VISITOR CENTER REVIEW COMMITTEE

1. AUTHORITY. District Commander's decision.
2. RESPONSIBLE OFFICE. CENWP-OP.
3. FUNCTIONS.
 - a. Conducts site visits of all Type A and B Visitor Centers at least every three years.
 - b. Insures that visitor center facilities, photographs, taped messages, and other interpretive materials are up to date.
 - c. Reviews all visitor center updates, rehabilitations and changes to displays and exhibits.
 - d. Reviews all Corps exhibits and displays which will be installed in a Cooperative or Interagency Visitor Facility.
4. MEMBERSHIP.

Natural Resources Management Section, Operations Support Branch,
Operations Division (Chair)
Public Affairs Office
Structural and Architectural Design Section, Design Branch,
Engineering and Construction Division

The term of membership is indefinite.